



TOWN OF SURFSIDE
REQUEST FOR PROPOSALS
CONTRACT FOR PROVIDING
FORENSIC AUDITING SERVICES

I. INTRODUCTION:

The Town of Surfside is currently soliciting proposals from qualified Forensic Auditing Firms (hereinafter "Respondents") with all appropriate credentials to perform forensic audits on all the records of the Town for a five-year period. The scope of the work includes forensic audits of each and every governmental fund, which include the General Fund, four Special Revenue Funds and each and every proprietary fund comprised of four Enterprise funds.

There is no expressed or implied obligation for the Town of Surfside to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

II. MINIMUM ELIGIBILITY CRITERIA:

In order to be considered eligible for this engagement, Respondents must be licensed to do business in the State of Florida and have performed Forensic Audit and Examination services involving the governmental sector for a minimum of three (3) years.

III. TERM OF CONTRACT:

The contract between the Town of Surfside and the selected Respondent will be for a period not to exceed the length of time it will take to complete the audit or one (1) year, whichever is less. At the discretion of the Town of Surfside Commission, the contract may be extended for up to one additional year.

IV. SCOPE OF SERVICES:

The services to be provided shall require the firm or individual to perform a Forensic Audit and Examination of all records of the town for the previous five-year period and provide a comprehensive Forensic Audit Report to the Town Commission which will identify any irregularities, illegal acts or fraud. Each of the following funds shall be audited and included in the Comprehensive Forensic Audit Report:

- General Fund,
 - Tourist Bureau Fund,
 - Library Fund,
 - Special Projects Fund,
 - Police Forfeiture Fund;
 - Transportation Surtax Fund;
 - Water and Sewer Fund,
 - Municipal Parking Fund;
 - Solid Waste and Trash Fund;
 - Stormwater Fund;
 - Streets Improvements Fund;
 - Community Center Improvements Fund, and
 - Capital Project's Fund
- The Forensic Audit and Examination shall consist of an examination of each and every fund.
 - The examination shall be sufficient in scope so as to issue an independent, comprehensive report of the results of the Forensic Audit and Examination.
 - The Forensic Audit and Examination report shall be presented to the Commission at a regularly scheduled Commission Meeting.
 - No part of the audit, except for printing may be subcontracted.
 - Town records shall be subjected to a Forensic Audit and Examination on site at the Town of Surfside in a space provided by the Town. All records shall be returned to the office from which the material was provided.

V. REPORTS REQUIRED:

Comprehensive Forensic Audit and Examination Report

One (1) Master unbound and

Ten (10) bound copies

The Forensic Audit and Examination Report will be addressed to the Town Commission and shall make known the findings of the Forensic Audit and Examination for each and every fund of the Town.

VI. FEE PROPOSAL:

Each proposal submitted shall set forth the respondent's total fee to provide Forensic Auditing and Examination Services of all funds for the specified five-year period and a breakdown of the cost per year for each year audited. The proposed fees shall also set forth any services which would be subject to additional charges.

VII. QUALIFICATIONS/EVALUATION CRITERIA:

Proposals will be accepted from firms with demonstrated experience and competency in forensic auditing. The minimum qualifications for submitting proposals are:

- The Respondent must be independent and licensed to practice in the State of Florida, experienced and knowledgeable in Florida municipal government forensic auditing. The senior field Auditor must have three to five years actual experience supervising a municipal Forensic Audit and Examination.
- The Respondent has no conflict of interest with regard to any other work performed for the Town of Surfside.
- The successful firm must have demonstrated efforts to keep staff current in the industry and in governmental organizations.
- The Respondent must provide the names, titles, addresses and phone numbers of governmental clients for whom the firm has performed a forensic or fraud audit within the last two years which are similar in scope and reporting as those required by the Town of Surfside.
- The Respondent must provide evidence as to the quality of the firm's professional personnel to the assigned engagement and the quality of the firm's management support personnel to be available for technical consultation
- The Respondent must provide proof of approved peer review.
- References and degree of satisfaction of present and former clients.
- Descriptions of approach to the Forensic Audit and Examination and illustrations of the procedures to be employed.
- All proposals must specify total proposed fees, which will include the Forensic Audit and Examination service and including any out-of-pocket expenses, report production costs and any other services contemplated.
- A signed Public Entity Crimes form (attached) must be submitted with the proposal
- All proposals must contain a brief resume of key personnel who would be involved in the Forensic Audit and Examination.
- Provide a tentative schedule for performing key phases of the Forensic Audit and Examination and the amount of time required to accomplish each phase.
- A summary of tasks to be performed by the Town with respect to any secretarial work, document search and any other tasks necessary to expedite completion.

VIII. SELECTION PROCEDURE:

The Town Manager shall produce a short list of Respondents for consideration by the Town Commission for final determination at a regular or special Commission meeting. After the Commission determines which, if any, Respondent it chooses, negotiations shall begin with the selected Respondent with respect to the terms of the contract.

During the evaluation process, the Town Manager or the Town Commission may, at its discretion, request any one or all firms to make oral presentations. Such presentations will provide firms with an opportunity to answer questions regarding the firm's proposal. Not all firms submitting a proposal may be asked to make such oral presentations.

The Town reserves the right, at its sole discretion, to waive technicalities or irregularities in proposals and to reject any or all proposals.

IX. GENERAL TERMS AND CONDITIONS

PROPOSAL SUBMISSION

ONE ORIGINAL AND SIX COPIES OF THE PROPOSAL SHALL BE SUBMITTED to the Town Clerk no later than **3:00 p.m.** on or before **Thursday, June 30, 2005**, at which time they will be publicly opened and announced. To be considered, respondents must request a copy of the Request for Proposal (RFP) package from the Town Clerk, or download from the Town's website at www.townofsurfsidefl.gov

The proposal shall be properly signed in ink, and the original and the six copies shall be submitted in one (1) sealed envelope, entitled "**RFP- FORENSIC AUDITING SERVICES**". No proposal will be received later than **3:00 p.m. on Thursday, June 30, 2005**. Late submissions and facsimile submissions will not be considered. No exceptions.

The proposal should be submitted in the following format:

- 1. Title Page**
Include the firm's name and address and name, telephone, FAX, and e-mail of contact person
- 2. Table of Contents**
Identifying sections and/or page numbers.
- 3. Letter of Transmittal**
Include a statement of your understanding of the work to be done and briefly describe your approach to the Forensic Audit and Examination applied to each objective.

4. Profile of the Firm

Provide an overview of your firm, size, experience and its key personnel. Include a brief resume of key personnel who would be involved in the Forensic Audit. Proof of approved peer review.

5. Services to be provided

Express agreement to meet the requirements or the engagement as stated in the scope of services of this RFP. Provide descriptions of the audit approach and illustrations of the procedures to be employed. Provide a tentative schedule for performing key phases of the Forensic Audit and Examination and the amount of time required to accomplish each phase. Describe the kind and amount of assistance to be required of the Town and its employees and any other tasks necessary to expedite completion.

6. Fee Structure

In addition to submitting the attached "Proposal Form", provide proposed fee, itemizing Forensic Audit and Examination of each fund and any other specific services. This fee should include any anticipated out-of-pocket expenses, including report production costs.

7. Forms

Complete Proposal Form and include as part of the proposal package (see item 6 above.)

Complete Proposal Form and Public Entity Crimes Form and include as part of the proposal package

8. Sample Audit

Provide a copy of a sample Forensic Audit and Examination of similar requirements (This can be a separate document referenced as an "Exhibit")

9. Additional information

Note any additional information. If there is no additional information please note "There is no additional information to present."

QUALIFICATION OF RESPONDENTS

Each Respondent may be required, before the award of any contract, to show to the complete satisfaction of the Town Manager that the Respondent has the necessary facilities, staff, ability, insurance as set forth below and financial resources to furnish the services as specified herein in a satisfactory manner. The Respondent may also be required to show past history and references which will enable the Town Manager to satisfy him as to the Respondent's qualifications.

PUBLIC ENTITY CRIMES

It is the responsibility of every person submitting a proposal in response to this invitation to execute the attached form PUR 7068, Sworn Statement under Section 287.133(3) (a), Florida Statutes on public entity crimes, including proper check(s) in the space(s) provided, and enclose it with the proposal. No alterations of any kind to the form will be allowed after the bid or proposal opening time and date.

ASSIGNMENT

The successful Respondent(s) shall not assign, transfer, convey, sublet or otherwise dispose of the contract(s) with the Town, or of any or all of its (their) right, title or interest therein, or of the power to execute such contract to any person, company or corporation without the prior written consent of the Town, which may be withheld in the Town's sole discretion.

ADDITIONAL INFORMATION

Questions regarding these specifications must be submitted in writing to:

Office of the Town Clerk
Town of Surfside
9293 Harding Avenue
Surfside, FL 33154
barguelles@townofsurfsidefl.gov
Telephone: (305) 861-4863

Should any questions or responses require revisions to the specifications as originally published, such revisions will be by formal amendment only. Written questions must be received by the Town Clerk prior to proposal opening date, and an addendum shall not be issued by the Town of Surfside no later than three days prior to proposal opening date.

INSURANCE REQUIREMENTS

Where the specifications include insurance requirements, it should be noted by the Respondent that in order to meet the Town's requirements, there may be additional insurance costs to the Respondent. It is, therefore, imperative that the Respondent discuss these requirements with its agent so that allowance can be made for any additional costs in the basic estimated fee.

The Respondent must carry in full force throughout the duration of the proposed engagement:

1. Professional liability (errors and omissions) for a minimum of \$1,000,000 per occurrence with a maximum deductible of \$25,000.00;
2. General liability in the amount of \$1,000,000 per occurrence for bodily injury and property damage (to include contractual products and completed operations). The Town of Surfside must be named as an additional insured on this policy;
3. Workers Compensation & Employers liability as required by Florida law;
4. Thirty (30) days' prior written notice of cancellation or substantial modification in insurance coverage must be given to the Town by the Respondent and its insurance company;
5. The insurance must be furnished by insurance companies authorized to do business in the State of Florida and approved by the Town;
6. Original certificates of insurance for the above coverage must be submitted to the Town for approval prior to any work commencing.

**TOWN OF SURFSIDE, FLORIDA
RFP – FORENSIC AUDITING SERVICES**

PROPOSAL FORM

Five-year Forensic Audit Total: \$ _____

Total Amount in words: _____

Anticipated date work would commence? _____ work will conclude? _____

The Respondent certifies it can and will provide all of the services set forth in the Request for Proposals

Respondent warrants that it is willing and able to comply with the State of Florida laws.

Respondent warrants that it is willing and able to obtain errors and omissions insurance policy providing a prudent amount of coverage for willful or negligent acts or omissions of any officers, employees or agents thereof

Respondent warrants that it will not delegate or subcontract its responsibilities under an agreement without the prior written permission of the Town of Surfside.

Respondent warrants that all information provided by it in connection with this proposal is true and accurate.

Signature

Printed Name / Title of Authorized Signer

Firm Name

Address

City/State/Zip

Phone

FAX:

SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(a),
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted to _____
(print name of the public entity)

by _____
(print individual's name & title)

for _____
(print name of company submitting sworn statement)

whose business address is _____

- and (if applicable) its Federal Employer Identification Number (FEIN) is _____

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), **Florida Statutes**, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), **Florida Statutes**, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), **Florida Statutes**, means:
 - a. A predecessor or successor of a person convicted of a public entity crime; or
 - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), **Florida Statutes**, means any natural person or any entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

6. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (indicate which statement applies)

_____ Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

_____ The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH I (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND, THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.107, FLORDIA STATUTES FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

(signature)

(date)

STATE OF _____

COUNTY OF _____

PERSONALLY APPEARED BEFORE ME, the undersigned authority,

_____ who, after first being sworn by me, affixed his/her signature
(name of individual signing)

in the space provided above on this _____ day of _____, 20 _____.

(NOTARY PUBLIC)

My commission expires: